SWE MEMBERSHIP RENEWAL INSTRUCTIONS

Use these instructions to renew your SWE membership via the online Member Portal.

2. Click the Login button at the top-right corner of your screen and enter your login information.
3. When you’ve logged in, your name and ID number will appear in the top-right corner of your screen. Click the button that says SWE Member Portal.
4. From the Portal main menu, click SWE MEMBERSHIP RENEWAL.
5. On the next page, you will be shown the membership order that was automatically created for you by the SWE database. To pay for the existing membership order, check the box next to the order and select Add to Shopping Cart.

OR

6. If you would like to adjust your membership order, click the link titled Actions, located below your membership order.

7. Select your adjusted membership from the drop-down menu that appears.
8. Your **adjusted membership fee** will appear.

![Membership Level](image)

9. **Click the Add** to Shopping Cart button.

![Add to Shopping Cart](image)

10. Next you will be taken to the Checkout page, where your order summary will appear under Shopping Cart Contents. **If you would like to donate to SWE**, click the blue Continue Shopping link.

![Shopping Cart Contents](image)
11. If you have been **given a promotional code**, enter it into the Promotional Code type-box.

12. When you are satisfied with your order, **enter your payment information**.

13. When you’ve entered your information, scroll down and click **Submit** to enter your payment information.

14. **You have successfully renewed your SWE membership**. If you would like to update your SWE section, refer to the SWE document titled Section Transfer Instructions.

15. **Navigate back to the SWE website** and start browsing to see how you can be a positive influence in your workplace, your community, and SWE!